

744010/28/20057450*Revised*

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: CODE ENFORCEMENT OFFICER I AND II

DEFINITION

Under close to general supervision, to perform technical office and field work associated with the enforcement of municipal and other related codes dealing with zoning, land use, building, housing, dangerous buildings, inoperable vehicles, noise, litter, sanitation, weeds and other public nuisance code provisions, and to do other related work as assigned.

Code Enforcement Officer I: This is the entry-level class in the code enforcement series. Incumbents of this class perform moderately complex work. Under this training concept, employees in this class, as assigned responsibilities and breadth of knowledge increase with experience, may reasonably expect their positions to be reassigned to the next higher class of Code Enforcement Officer II.

Code Enforcement Officer II: This is the journey level class in the code enforcement series. Positions in this class are normally filled by advancement from the lower class of Code Enforcement Officer I, or, when filled from the outside, requires prior code enforcement work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work in this class is distinguished from that of the Code Enforcement Officer I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform.

REPORTS TO: Senior Code Enforcement Officer and/or Code Enforcement Manager

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision (depending upon assignment level) from the Senior Code Enforcement Officer and/or Code Enforcement Manager.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Ensure enforcement with City codes and ordinances which pertain to such areas as nuisances, zoning, building codes, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety and other related property maintenance requirements.
- Receive and investigate complaints and survey the City for possible code violations. Explain ordinances to citizens and work with citizens to gain voluntary compliance with applicable City ordinances and codes.
- Inspect dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable City ordinances and codes.
- Prepare reports and notices regarding related ordinance and code violations.
- Operate a computer, using applicable software to perform required research and maintain case investigation records.
- Issue, when required, citations and directives to offending parties, outlining or describing steps for compliance. Represent the City in hearings or court proceedings.
- Seek, when required, prosecution through the Municipal Court system; coordinate efforts through the City Attorney's Office, assist with complaint preparation; appear at arraignments and provide court testimony as needed.

- Perform administrative abatements as required; prepare requests for Inspection and Abatement Warrants as required.

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

- Investigative and persuasive techniques, effective public contact skills, basic computer operation and report writing skills.
- P.C. 832 rules of evidence and related procedures.

Ability to:

- Explain Riverside Municipal Code regulations as assigned.
- Learn the purpose of land use/zoning, health and safety and other related regulations.
- Analyze and compile moderately technical information related to City land use ordinances.
- Maintain computer and paper records and prepare reports.
- Communicate clearly both orally and in writing.
- Establish and maintain cooperative work relationships with the public and fellow employees.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade. The completion of one year of college (30 semester units) from an accredited college or university may substitute for one year of experience.

Experience: One year of responsible public contact work with primary experience in the area of enforcement of public laws or guidelines, conducting public inspection or complaint investigations, preferably supplemented by college level course work in planning, building, code enforcement, administration of justice or a related field.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of, or ability to obtain within the one year of probationary period, a level 3 P.C. 832 Peace Officer's Standard and Training (POST) Certificate.

Possession of any combination of Statewide California Association Code Enforcement Officials (SCACEO), California Association of Code Enforcement (CACE) or American Association of Code Enforcement (AACE) Zoning Enforcement Officer and Property Maintenance & Housing Inspector certificates are highly desirable.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement Officer I:

Knowledge of:

- Land use, zoning, health and safety and related codes and ordinances.
- Techniques of investigation, including right-of-entry, interviewing and fact finding.
- P.C. 832 rules of evidence and related procedures.
- English grammar and methods of report writing.
- Basic map reading and related legal descriptions of real property.

Ability to:

- Interpret applicable City codes and ordinances.
- Analyze and compile technical information on code violations and investigations.
- Handle misdemeanor complaint procedures.
- Conduct effective investigations.
- Deal tactfully with the public in seeking compliance with applicable codes.
- Maintain computer and paper records and prepare reports.
- Establish and maintain cooperative work relationships with the public and fellow employees.
- Research, extract and retrieve appropriate data from other departments and outside agencies.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade. The completion of one year (30 semester units) at an accredited college or university may substitute for one year of experience.

Experience: Two years of responsible public contact work with primary experience in the area of enforcement of public laws or guidelines. Conducting public inspection and/or complaint investigations, or eighteen (18) months of experience comparable to that of a Code Compliance Officer I, six months of which is with the City of Riverside, preferably supplemented by college level course work in planning, building, code enforcement, Administration of Justice or a related field.

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a Level 3 P.C. 832 Peace Officer's Standards and Training (POST) Certificate.

Possession of any combination of Statewide California Association of Code Enforcement Officials (SCACEO), California Association of Code Enforcement (CACE) or American Association of Code Enforcement (AACAE) Zoning Enforcement Officer and Property Maintenance & Housing Inspector certificates are highly desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Code Enforcement Officer I
Code Enforcement Officer II

TO: Senior Code Enforcement Officer